



Personnel Specialist (PS)

June 2022





United States Navy Ethos

We are the United States Navy, our Nation's sea power - ready guardians of peace, victorious in war.

We are professional Sailors and Civilians - a diverse and agile force exemplifying the highest standards of service to our Nation, at home and abroad, at sea and ashore.

Integrity is the foundation of our conduct; respect for others is fundamental to our character; decisive leadership is crucial to our success.

We are a team, disciplined and well-prepared, committed to mission accomplishment. We do not waver in our dedication and accountability to our Shipmates and families.

We are patriots, forged by the Navy's core values of Honor, Courage and Commitment. In times of war and peace, our actions reflect our proud heritage and tradition.

We defend our Nation and prevail in the face of adversity with strength, determination, and dignity.

We are the United States Navy.



The Sailor's Creed

I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with Honor, Courage, and Commitment.

I am committed to excellence and the fair treatment of all.

CAREER ROADMAP

Seaman Recruit to Master Chief Roadmap

The educational roadmap below will assist Sailors in the Personnel Specialist community through the process of pursuing professional development and advanced education using various military and civilian resources e.g. PQS program; JST Joint Service Transcript; E-Learning; Navy College Network; etc. Successful leadership is the key to military readiness and will always require a high degree of technical skill, professional knowledge, and intellectual development.

What is a Career Roadmap for Personnel Specialist?

Personnel Specialist roadmaps are just what the name implies - a roadmap through the Enlisted Learning and Development Continuum from Seaman Recruit through Master Chief. The principal focus is to standardize a program Navy wide by featuring the existing skills necessary to be successful in the Navy. The ultimate goal of a roadmap is to produce a functional and competent Sailor.

What is the Enlisted Learning and Development Continuum?

Enlisted Learning and Development Continuum is the formal title given to the curriculum and process building on the foundation of Sailorization beginning in our Delayed Entry Program through Recruit Training Command and throughout your entire career. The continuum combines skill training, professional education, well-rounded assignments, and voluntary education. As you progress through your career, early-on skill training diminishes while professional military education gradually increases. Experience is the ever-present constant determining the rate at which a Sailor trades skill training for professional development.

Do Sailors have to follow the Roadmap?

Yes. The Personnel Specialist roadmap includes the four areas encompassed by the Continuum in Professional Military Education to include; Navy Professional Military Education (NPME), Joint Professional Military Education (JPME), Leadership and Advanced Education.

Some training and education is mandatory (Recruit Training, Personnel Specialist Course at Personnel "A" School at Meridian, MS, E-Learning, etc.). Some may be directed by your chain of command (Microsoft Excel and PowerPoint courses), and the remainder is voluntary (MNP, E-Learning, college courses, etc.). Sailors are advised to seek out mentors, including your Command Master Chief, Senior Enlisted Advisor, Leading Chief Petty Officer, Leading Petty Officer and Command Career Counselor, and to make use of your Navy College Virtual Education Center (VEC) or OCONUS Education Office's vast resources. All are uniquely qualified to help you along the way.

Notes:



PS CAREER PATH (SW)



Personnel Specialists (PS). PSs provide enlisted personnel with information and counseling related to Navy occupations, opportunities for general education and job training, requirements for advancement, rights and benefits. PSs maintain and audit pay and personnel records of military personnel, determine military pay and travel entitlements and deductions. They prepare the financial/accounting reports related to individual pay and travel transactions and operate associated accounting systems. They also assist enlisted personnel and their families with special problems or personal hardships.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO ADVANCE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/ShORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
26-30	PSCM	23.8 Yrs	CSEL	36	Follow-on Shore Tours
23-26	PSCM PSCS	23.8 Yrs 19.7	CSEL	36	5th Shore Tour Billet: PSCM: CVN PSCS: CVN; LHA/LHD; LPD Duty: PSCM: SEA; LCPO PSCS: SEA; LCPO; Program Mgr. Quals: OOD(I/P); Watchbill Coordinator; SEWBC; ATTWO Optional: JOOD/OOD (U/W)
20-23	PSCM PSCS PSC	23.8 Yrs 19.7 15.3	CSEL	36	4th Sea Tour Billet: PSCM: CVN PSCS: CVN; LHA/LHD; LPD; DEVGRU Duty: PSCM: SEA; LCPO PSCS: SEA; LCPO; Program Mgr. Quals: OOD(I/P); Watchbill Coordinator; SEWBC; ATTWO Optional: JOOD/OOD (U/W)
17-20	PSCM PSCS PSC	23.8 Yrs 19.7 15.3	CWO, CSEL	36	3rd Shore Tour Billet: PSCM: PSD/MNCC (TSC); NPC; TYCOM; ISIC; OPNAV PSCS: TYCOM; ISIC; CNRFC; OPNAV; NPC; NSW PSC: NAVY MILPAY OPS ; ISIC; OPNAV; NPC; PSD/MNCC (TSC); NSW PS1: PMB; NAVY MILPAY OPS; ISIC; NPC; OPNAV; PSD/MNCC (TSC); NSW Duty: PSCM: SEA; LCPO: Program Mgr. PSCS: SEA; LCPO; Program Mgr PSC: LCPO; Program Mgr; MNCC PS1: LPO; Program Mgr; MNCC Quals: NEC 802R/806R; 805A/806R; Base CDO
14-17	PSCM PSCS PSC PS1	23.8 Yrs 19.7 15.3 9.3	LDO, CWO, OCS, MECP, CSEL	36	3rd Sea Tour Billet: PSCM: CVN PSCS: CVN; LHA; LPD; DEVGRU PSC: CVN; CG; LHA; LPD; DDG; LSD; DEVGRU PS1: DDG; CG; LHA; LPD; LSD; CVN; AS; NSW; Squadron Duty: PSCM: Dept LCPO PSCS: Dept LCPO or PERSO PSC: Div or Dept LCPO or PERSO PS1: Dept LPO Quals: OOD(I/P); Watchbill Coordinator; SEWBC; DCTT



PS CAREER PATH (SW)



YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO ADVANCE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA / SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
11-14	PSCS PSC PS1	19.7 Yrs 15.3 9.3	LDO, CWO, OCS, MECP, CSEL	36	2 nd Shore Tour Billet: PSCS: SEA; NPC; TYCOM; ISIC; PSD/MNCC (TSC) PSC: Instructor Duty; NAVY MILPAY OPS; NPC; TYCOM; ISIC; PSD/MNCC (TSC); NSW PS1: PMB; NAVY MILPAY OPS;RDC; NPC; BUPERS; NRD; PSD/MNCC (TSC); Instructor Duty; NPPSC; NSW Duty: PSCS: SEA; LCPO PSC: LCPO PS1: LPO Quals: OOD(I/P); Watchbill Coordinator
7-11	PSC PS1 PS2	15.3 Yrs 9.3 4.2	LDO, CWO, OCS, MECP, CSEL	42	2 nd Sea Tour Billet: PSC: CG; DDG; LHA; LPD; LSD; CVN; AS; Expeditionary Command PS1: DDG; CG; LHA; LPD; LSD; CVN; AS; Squadron; NSW PS2: CVN; DDG; CG; LHA; LPD; AS; Squadron; NSW Duty: PSC: LCPO or PERSO PS1: LPO PS2: Section Supv or LPO Quals: OOD(I/P); JOOD(I/P); Watchbill Coordinator; SEWBC; DCTT Member Optional: JOOD/OOD (U/W); ATS; ATTWO
4-7	PS1 PS2 PS3	9.3 Yrs 4.2 2.2	MECP	36	1 st Shore Tour Billet: PS1: PMB; NAVY MILPAY OPS; RDC; NPC; TYCOM; ISIC; PSD/MNCC (TSC) PS2: PMB; RDC; NPC; TYCOM; ISIC; PSD/MNCC (TSC) PS3: PMB; RDC; NPC; TYCOM; ISIC; PSD/MNCC (TSC) Duty: PS1: LPO PS2: ALPO; Program Mgr; MNCC PS3: Pay/Pers Clerk Quals: OOD (I/P); Watchbill Coordinator
1-4	PS2 PS3 PSSN PSSA PSSR	4.2 Yrs 2.2 6 months 9 months 9 months	Naval Academy, NROTC	48	1 st Sea Tour Billet: PS2: Ship or Squadron PS3: Ship or Squadron Duty: PS2: LPO; SUPV PS3: Clerk Quals: Deck Watches; OOD(I/P); JOOD(I/P); Warfare Pin in community; USMAP Opportunity for Ship-wide (out of rate) training and qualifications NEC: A16A
1+/-	PSSN PSSA Accession Training	9 Months			Recruit Training and all schools or training events required to be completed prior to reporting to their first operational command

Notes:



PS CAREER PATH (SW)



1. "A" school is not required.
2. Must be eligible for Security Clearance
3. PSs follow a Sea/Shore Flow; until Jul 2011 Type 6 counted as sea duty (example: Overseas PSD counted as sea duty). Sea / Shore Flow. NAVADMIN 190/16
4. PSs fill Individual Augmentation billets requiring personnel/manpower accounting and may fill any Sailor type billets.
5. PSs shall qualify for Warfare device for serving in warfare community: ESWS; EAWS; EIWS (Option Afloat Training Specialist). Squadron or Shore Duty: EAWS; EIWS; Seabee Battalion: SCW; Instructor Duty: MTS
6. NAVY MILPAY OPERATIONS (DFAS): Consideration should be given to personnel who serve as a Navy Milpay Operation Analyst/Technician. Sailors selected to serve in one of these billets are considered to be one of the top operational pay experts in the community and are highly valued in this fleet-wide impact position. PS's will perform as Shore and Fleet support Analyst/Technicians for over 300,000 pay accounts during the implementation of NP2 (new Navy Pay and Personnel system). Sailors at NAVY MILPAY OPS will be evaluated in a small summary group and could possibly be stuck in traffic for the duration of their tour. Additionally, these Sailors will not have the same opportunity to get involved with FCPO and/or 360, as this command is small, with no military base in the area. These factors should not be viewed as, or considered negative to the Sailor serving at NAVY MILPAY OPS.
7. Consideration should be given to Sailors who have displayed sustained superior performance while serving in Naval Special Warfare (NSW) assignments. These assignments include but are not limited to Naval Special Warfare Command, NSW Groups, NSWG Units, SEAL Teams, Boat Teams, and NSW Logistical Support Units. Such assignments may not be typical of the traditional career path, yet still provide unique leadership and career enhancing opportunities valuable to a well-rounded naval career
8. Consideration should be given to personnel who displayed sustained superior performance while serving in Fleet Marine Force (FMF) assignments. PSs serving in FMF assignments often are serving in independent duty positions and/or operating with minimal senior PS or Navy administrator oversight. These personnel are responsible for duties similar to an Admin and Personnel Officer, in many cases will be serving in this capacity at a junior paygrade. They may be serving in a 1 of 1 due to forced reporting senior distro policy and this should not be viewed as a detractor. Such assignments may not be typical of the traditional career path, yet still provide unique leadership and career enhancing opportunities valuable to a well-rounded naval career. For clarification purposes, many Fleet Marine Force (FMF) commands perform duties similar to regular Navy major commands. These include but are not limited to the following:
 - Marine Corps Forces Command (MARFORCOM), Marine Corps Forces, Pacific (MARFORPAC), Marine Corps Forces Reserve (MARFORRES) and Marine Special Operations Command (MARSOC) operate similarly to regular Navy TYCOM commands such as SURFLANT or SURFPAC.
 - I, II, III Marine Expeditionary Forces (MEF) operate similarly to regular Navy Fleet commands, such as 3rd Fleet.
 - 1st, 2nd & 3rd Marine Divisions (MARDIV), Marine Logistics Groups (MLG) and Marine Aircraft Wing (MAW) also operate as TYCOMs but their tasks are organized under their respective MEFs, whereas MARFORCOM, MARFORPAC, MARFORRES and MARSOC have higher headquarters responsibility and accountability.
9. Consideration should be given to performance as measured by the Field Examination Group (FEG) unannounced audit and the Command Readiness Assessment Visit (CRAV). The FEG applies to a wide variety of commands both shore and sea assessing key pay and personnel functions. The CRAV is a required TYCOM level assessment required of all Surface Force ships evaluating key administrative and personnel programs.



PS CAREER PATH **(SW)**



10. NECs held: A01A: Personnel Specialist Advanced Disbursing Operations
802R: Classification Interviewer
806R: Career Program Information Advisor
A16A: Command Pay and Personnel Administrator (CPPA)

Considerations for advancement from E6 to E7

1. Sea Assignments (ALL)

- As LPO each candidate should demonstrate leadership and the number of E6 and below Sailors they lead should be documented. To include: Department SOY/SOQ selections, Advancements, Command MAPs, Warfare PINS (to include out of warfare areas), College Enrollment, and USMAP Certs.

Duties:

- Should have served as Department LPO or Asst. Department LPO

Qualifications:

- OOD(I/P); Watchbill Coordinator; (Watchbill coordinator is usually an E6-E7 duty); DCTT (Damage Control Training Team); ATTT (Ant-Terrorism Training Team is a valued position – can be added to below as outside the norm), ATT (Aviation Training Team member on smaller decks is also an outside the norm position with value); Repair Locker Leader or other DC duties
- At least one warfare pin (Primary warfare pin is SW)
- USMAP Certificates

Note: Candidates should show the success of their watch stations, such as number of qualifications, watchstanding effectiveness, warfighting and force protection readiness, and command accomplishments.

Collateral Duties:

- Asst Command Collateral (ie: ACFL)
- Indoc Coordinator
- Mentorship Coordinator
- Warfare Program Asst Coordinator
- CFL or Assistant CFL
- Department 3M Coordinator or Maintenance Supervisor
- Command or Department Financial Specialist, etc.
- Command Sponsor Coordinator is designated by the CO, not normally a PS so it should be considered a command collateral

Note: ESO, Deputy Disbursing Officer (DDO), DTS coordinator, CPPA are not collateral duties and should be treated as normal duties.

FCPOA and Sailor 360:

- FCPOA involvement (President; Vice President; Secretary; Treasurer)
- Sailor 360 Committee Lead or Co-Lead

2. Shore Assignments (ALL)

- Personnel assigned to TYCOM staff, NPC, CSS, PS “A” School or “C” and “F” school instructors with 805A NEC, are carefully screened and selected to that assignment. Sailors selected to serve one of these staffs are considered to be at the top of operational expertise and are highly valued by the PS community.
- Personnel Assigned to RDC as a Recruit Division Commander, are carefully screened and selected for this high priority assignment.
- Personnel assigned to a PSD/MNCC (TSC) OCONUS should be viewed as being in a challenging assignment that is valued by the PS community.



PS CAREER PATH (SW)



- Performance Monitor Branch (PMB). This position is viewed as Navy wide impact to the PS community and personnel considered are carefully screened for this high priority assignment.

Considerations for advancement from E7 to E8

1. Sea Assignments (ALL): As LCPO each candidate should demonstrate leadership as documented in numbers of E7 and Below Sailors they lead. To include: Command and Department SOY/SOQ selections, Advancements, Command MAPs, Warfare PINS (to include out of warfare areas), Officer SWO Qualifications, College Enrollment, and USMAP Certs.

Duties: Should have served as LCPO or PERSO/ADMIN Officer

Qualifications:

- OOD(I/P); Watch bill Coordinator (Watch bill coordinator is usually an E6-E7 duty); DCTT (Damage Control Training Team); ATTT (Ant-Terrorism Training Team is a valued position – can be added to below as outside the norm), ATT (Aviation Training Team member on smaller decks is also an outside the norm position with value); Repair Locker Leader or other DC duties
- At least one warfare pin (Primary warfare pin is SW)
- Repair locker leader or other Damage Control organization involvement.
- USMAP Certificates

Note: Candidates should show the success of their watch stations, such as number of qualifications, watchstanding effectiveness, warfighting and force protection readiness, and command accomplishments.

Collateral Duties:

- Asst Command Collateral (ie: ACFL)
- Indoc Coordinator
- Mentorship Coordinator
- Warfare Program Asst Coordinator
- CFL or Assistant CFL
- Department 3M Coordinator or Maintenance Supervisor
- Command or Department Financial Specialist, etc.
- Command Sponsor Coordinator is designated by the CO, not normally a PS so it should be considered a command collateral

Note: ESO, Deputy Disbursing Officer (DDO), DTS coordinator, CPPA are not collateral duties and should be treated as normal duties.

CPOA and Sailor 360:

- CPOA involvement (President, Vice President; Secretary; Treasurer)
- Sailor 360 Committee Lead or Co-Lead
- CPO Season Committee Chairman

2. Shore Assignments (ALL)

- Personnel assigned to TYCOM staff, NPC, CSS, PS “A” School or “C” and “F” school instructors with 805A NEC, are carefully screened and selected to that assignment. Sailors selected to serve one of these staffs are considered to be at the top of operational expertise and are highly valued by the PS community.
- Personnel Assigned to RDC as a Recruit Division Commander, are carefully screened and selected for this high priority assignment.
- Personnel assigned to a PSD/MNCC (TSC) OCONUS should be viewed as a challenging assignment that is valued by the PS community.
- Performance Monitor Branch (PMB). This position is viewed as Navy wide impact to the PS community and personnel considered are carefully screened for this high priority assignment.



PS CAREER PATH (SW)



Considerations for advancement from E8 to E9

1. Sea Assignments (ALL): As DEPT LCPO each candidate should demonstrate leadership and documented in numbers of E7 and Below Sailors they lead. To include: Command and Department SOY/SOQ selections, Advancements, Command MAPs, Warfare PINS (to include out of warfare areas), Officer SWO Qualifications, College Enrollment, and USMAP Certs.

Duties: Should have served as DLCPO or PERSO/ADMIN Officer

Qualifications:

- OOD(I/P); Watchbill Coordinator (Watchbill coordinator is usually an E6-E7 duty); DCTT (Damage Control Training Team); ATTT (Ant-Terrorism Training Team is a valued position – can be added to below as outside the norm), ATT (Aviation Training Team member on smaller decks is also an outside the norm position with value) Repair Locker Leader or other DC duties
- At least one warfare pin. (Primary warfare pin is SW)
- Repair locker leader or other Damage Control organization involvement.
- Senior Enlisted Watchbill Coordinator
- Afloat Training Specialist
- Warfare Program Coordinator
- ATTWO
- Duty Section Leader

Note: Candidates should show the success of their watch stations, such as number of qualifications, watchstanding effectiveness, warfighting and force protection readiness, and command accomplishments.

Collateral Duties:

- Asst Command Collateral (ie: ACFL)
- Indoc Coordinator
- Mentorship Coordinator
- Warfare Program Coordinator or Asst.
- CFL or Assistant CFL
- Department 3M Coordinator or Maintenance Supervisor
- Command or Department Financial Specialist, etc.
- Command Sponsor Coordinator is designated by the CO, not normally a PS so it should be considered a command collateral

Note: ESO, Deputy Disbursing Officer (DDO), DTS coordinator, CPPA are not collateral duties and should be treated as normal duties.

CPOA and Sailor 360:

- CPOA involvement (President, Vice President; Secretary; Treasurer)
- Sailor 360 Committee Lead or Co-lead
- CPO Season Committee Chairman

2. Shore Assignments (ALL)

- Serving as the PS Technical Rating Advisor. This position is viewed as Navy Wide impact to the PS community and is carefully screened for this high priority assignment. This is a 1 of 1 assignment and should be viewed as the pinnacle tour for any PSCS.
- Personnel assigned to TYCOM staff, NPC, CSS, PS “A” School or “C” and “F” school instructors with 805A NEC, are carefully screened and selected to that assignment. Sailors selected to serve one of these staffs are considered to be at the top of operational expertise and are highly valued by the PS community.
- Personnel Assigned to RDC as a Recruit Division Commander, are carefully screened and selected for this high priority assignment.



PS CAREER PATH FULL TIME SUPPORT (FTS)

Personnel Specialists (PS) provide enlisted personnel with information and counseling related to Navy occupations, opportunities for general education and job training, requirements for advancement, rights and benefits. PSs maintain and audit pay and personnel records of military personnel, determine military pay and travel entitlements and deductions. They prepare the financial/accounting reports related to individual pay and travel transactions and operate associated accounting systems. They also assist enlisted personnel and their families with special problems or personal hardships.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO ADVANCE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	Tour Length *Note 2	TYPICAL CAREER PATH DEVELOPMENT
26-30	PSCM	21 Yrs	CMDCM	36/36	Follow-on Shore Tours
23-26	PSCM PSCS	21 Yrs 17.9	CMDCM, CMDCS, CMD SEL	36/36 36/36	Billet: CMDCM/CMDCS/ CMD SEL/Code LCPO/ Program Manager Duty: CNRFC/NPC/OPNAV/ BUPERS/ECC
20-23	PSCM PSCS PSC	21 Yrs 17.9 14.4	CMDCM, CMDCS, CMD SEL, CWO	36/36 36/36 36/36	Billet: CMDCM/CMDCS/ CMD SEL/LCPO/Program Manager Duty: CNRFC/NPC/OPNAV/ NOSC/MEPS/NIFR/BUPERS
16-20	PSCS PSC PS1	17.9 Yrs 14.4 9.5	CMDCM, CMDCS, CMD SEL, LDO, CWO, OCS, MECP	36/36 36/36 36/36	Billet: CMDCS/CMD SEL/PERSO/LCPO/LPO Duty: CNRFC/NPC/BUPERS/ OPNAV/NOSC/RDC/RCC/ NIFR/MEPS/PSD/SEAL TEAM
12-16	PSCS PSC PS1	17.9 Yrs 14.4 9.4		36/36 36/36 36/36	Billet: CMD SEL/PERSO/ LCPO/LPO Duty: NOSC/RDC/NPC/ NRPDC/CNRFC/RCC/MEPS/ PSD/BUPERS/SEAL TEAM Qualification: ESWS/EAWS/ EXW/FMF NEC: 802R/A01A/807R/805A/ A16A
8-12	PSC PS1 PS2	14.4 Yrs 9.4 4.8		36/36 36/36 36/36	Billet: LPO/DDO Duty: NOSC/RCC/CNRFC/ NPC/MEPS/NRPDC/NIFR/ Ship/Squadron/PSD/BUPERS/ SEAL TEAM Qualification: ESWS/EAWS/ EXW/FMF NEC: 802R/A01A/807R/805A/ A16A
4-8	PS1 PS2 PS3	9.4 Yrs 4.8 2.1		36/36 36/36 36/36	Billet: Personnel/Reserve Pay Supervisor Duty: NOSC/RCC/CNRFC/ NPC/MEPS/NIFR/Ship/ Squadron/PSD/BUPERS/ SEAL TEAM Qualification: ESWS/EAWS/ EXW/FMF NEC: 802R/A01A/A16A



PS CAREER PATH FULL TIME SUPPORT (FTS)

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO ADVANCE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	Tour Length *Note 2	TYPICAL CAREER PATH DEVELOPMENT
1-4	PS2 PS3	4.8 Yrs 2.1	Naval Academy, NROTC	36/36 36/36	Billet: Personnel/Reserve Pay Duty: Ship/Squadron/NOSC/ PSD/SEAL TEAM Qualification: ESWS/EAWS/EXW/FMF NEC: A16A
1+/-	PSSN PSSA Accession Training	9 Months		36/36	Recruit Training and all schools or training events required to be completed prior to reporting to their first operational command.

Notes:

1. "A" School is NOT required.
2. The PS rate is a shore intensive rate due to few sea duty opportunities. Normal sea/shore rotation does not apply.
3. Former PNs and DKs merged to form the "PS" rating in October 2005.
4. PS Rating Enlisted Program Authorization has increased slightly over the last couple of years and more sea duty PS billets have been added.
5. NECs held:
 - A01A: Personnel Specialist Advanced Disbursing Operations
 - 802R: Classification Interviewer
 - 806R: Career Information Program Advisor
 - 807R: Reserve Career Information Program Advisor
 - A16A: Command Pay and Personnel Administrator (CPPA)
 - 805A: Instructor
6. PS Sailors fill Individual Augmentation billets requiring personnel/manpower/financial accounting and may fill any Sailor type billets.
7. PS Sailors may qualify for any warfare designation based upon assignment type.

Considerations for advancement from E6 to E7

1. Sea Assignments (all)

The PS FTS community only has 12 percent sea duty billets (E1-E9), so sea duty tours should not be considered mandatory for a candidate to be fully qualified for advancement.

- Should be qualified OOD(I/P)
- DCTT team or other Training Team Member. Repair Locker Leader or other Damage Control organization involvement
- Should have served as LPO or Assistant LPO
- Sailor 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- FCPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- Command collateral duties with documented impact



PS CAREER PATH FULL TIME SUPPORT (FTS)

2. Shore Assignments (all)

- Personnel assigned to OPNAV, CNRFC, TYCOM staff, NPC and CSS. Sailors selected to serve on one of these staffs are considered to be at the top of operational expertise and are highly valued by the PS community
- Personnel assigned to RTC as a Recruit Division Commander, are carefully screened and selected for this high priority assignment
- Personnel assigned to a PSD CONUS should be viewed as a challenging assignment that is valued by the PS community
- Personnel assigned to Navy Operational Support Centers (NOSC) **SHALL** complete the NOSC Watchstander PQS (NAVEDTRA 43075)
- Sailor 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- FCPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- Command collateral duties with documented impact

Considerations for advancement from E7 to E8

1. Sea Assignments (all)

The PS FTS community only has 12 percent sea duty billets (E1-E9), so sea duty tours should not be considered mandatory for a candidate to be fully qualified for advancement.

- Should be qualified OOD(I/P), Section leader, and other outside the normal scope (ie: ATTWO, OOD, CICWO, Deck Safety Officer (U/W)
- DCTT/ATTT team or other Training Team Member
- Should have served as LCPO or PERSON/ADMIN Officer
- Sailor 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- CPO Initiation with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- CPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- Command collateral duties with documented impact

2. Shore Assignments (all)

- Personnel assigned as and filling the role of Command Senior Enlisted Leaders at NOSCs
- Personnel assigned to OPNAV, CNRFC, TYCOM staff, NPC and CSS. Sailors selected to serve on one of these staffs are considered to be at the top of operational expertise and are highly valued by the PS community
- Personnel Assigned to RTC as a Recruit Division Commander, are carefully screened and selected for this high priority assignment
- Personnel assigned to a PSD CONUS should be viewed as a challenging assignment that is valued by the PS community
- Sailor 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- CPO Initiation with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- CPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- Command collateral duties with documented impact



PS CAREER PATH FULL TIME SUPPORT (FTS)

Considerations for advancement from E8 to E9

1. Sea Assignments (all)

The PS FTS community only has 12percent sea duty billets (E1-E9), so sea duty tours should not be considered mandatory for a candidate to be fully qualified for advancement.

- Should be qualified OOD(I/P), Section leader, and other outside the normal scope (ie: ATTWO, OOD, CICWO, Deck Safety Officer (U/W)
- DCTT/ATTT team or other Training Team Member
- Should have served as Department LCPO or PERSO/ADMIN Officer
- Sailor 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- CPO Initiation with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- CPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- Command collateral duties with documented impact

2. Shore Assignments (all)

- Personnel assigned to OPNAV, CNRFC, TYCOM staff, NPC and CSS. Sailors selected to serve on one of these staffs are considered to be at the top of operational expertise and are highly valued by the PS community
- Personnel assigned as and filling the role of Command Senior Chief
- Personnel assigned to a PSD CONUS should be viewed as a challenging assignment that is valued by the PS community
- Sailor 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- CPO Initiation with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- CPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- Command collateral duties with documented impact



PS CAREER PATH SELECTED RESERVE (SELRES)

Personnel Specialists (PS) provide enlisted personnel with information and counseling related to Navy occupations, opportunities for general education and job training, requirements for advancement, rights and benefits. PSs maintain and audit pay and personnel records of military personnel, determine military pay and travel entitlements and deductions. They prepare the financial/accounting reports related to individual pay and travel transactions and operate associated accounting systems. They also assist enlisted personnel and their families with special problems or personal hardships.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE ROTATION	TYPICAL CAREER PATH DEVELOPMENT
26-30	PSCM	19.2 Yrs	CMDCM	N/A	CSEL
23-26	PSCM PSCS	19.2 Yrs 17.1	CMDCM	N/A	Billet: CSEL/LCPO Duty: Any Augment/Commissioned Unit Qualifications: NEC 8CMC
20-23	PSCM PSCS PSC	19.2 Yrs 17.1 15.9	CMDCM/CSC	N/A	Billet: CSEL/LCPO Duty: Any Augment/Commissioned Unit Qualifications: NEC 8CMC
16-20	PSCS PSC PS1	17.1 Yrs 15.9 11.6		N/A	Billet: CSEL/LCPO Duty: Any Augment/Commissioned Unit Qualification: NEC A01A, 802R
12-16	PSCS PSC PS1	17.1 Yrs 15.9 11.6		N/A	Billet: LPO/LCPO Duty: Any Augment/Commissioned Unit Qualification: NEC A01A, 802R
8-12	PSC PS1 PS2	15.9 Yrs 11.6 6.2		N/A	Billet: LPO/LCPO Duty: Any Augment/Commissioned Unit Qualification: NEC A01A, 802R
4-8	PS1 PS2 PS3	11.6 Yrs 6.2 2.6		N/A	Billet: LPO/ALPO/Clerk Duty: Any Augment/ Commissioned Unit
1-4	PS2 PS3	6.2 Yrs 2.6		N/A	Billet: LPO/Clerk Duty: Any Augment /Commissioned Unit
1+/-	PSSN PSSA Accession Training	2.1 Yrs		N/A	Recruit Training and all schools or training events required to be completed prior to reporting to their first operational command.

Notes:

1. No "A" School required.
2. Rating NECs Held: A01A - Personnel Specialist Advanced Disbursing Operations (Not mandatory)
802R - Classification Interviewer (Not mandatory)
3. SELRES PSs may fill YN, LN, MC, or RP billets.



PS CAREER PATH SELECTED RESERVE (SELRES)

4. SELRES PSs fill Individual Augmentation (IA) billets requiring admin/personnel/manpower/financial accounting and may fill “Any Sailor” type billets.
5. SELRES PSs may qualify for a warfare designation if assigned to a command with an available program.

Considerations for advancement from E6 to E7

E7 Selection Board. Highly competitive candidates for selection as a Chief Petty Officer have met many or all of the following milestones:

- Assistant/Command Collateral Duty with documented impact
- First Class Petty Officer Association (FCPOA) involvement/leadership
- SAILOR 360 involvement and leading a committee
- Served as LPO or Assistant LPO
- SEJPME/PPME completion

Considerations for advancement from E7 to E8

E8 Selection Board. Highly competitive candidates for selection as a Senior Chief Petty Officer have met many or all of the following milestones:

- Major Command Collateral Duty with documented impact
- Chief Petty Officer’s Association (CPOA) involvement/leadership
- SAILOR 360 involvement and leading a committee
- Served as Department/Division LCPO or Unit SEL; National or Regional Staff positions

Considerations for advancement from E8 to E9

E9 Selection Board. Highly competitive candidates for selection as a Master Chief Petty Officer have met many or all of the following milestones:

- Major Command Collateral Duty with documented impact
- CPOA involvement/leadership (Held position)
- SAILOR 360 involvement and leading a committee
- Served as Unit SEL; National or Regional Staff positions
- Graduate of Senior Enlisted Academy or other Service Equivalent



OaRS
OCCUPATIONAL and READINESS STANDARDS

Personnel Specialist Occupational and Readiness Standards (OaRS) to E4 NAVEDTRA 44070

NAME: _____

These Occupational and Readiness Standards (OaRS) may be used to validate minimum competencies for performing various rating-specific tasks in paygrade E4 in this rating. OaRS is based on the Occupational Standards (OCCSTDs) for the rating/paygrade. An E4 should possess the minimum competencies of their rating/paygrade, whereby OaRS may provide benefits as a tool to train towards and track those competencies achieved.

OaRS does not address ship/unit/system specific standards, which may be covered within Personnel Qualification Standards (PQS), Job Qualification Requirements (JQR), or local training/qualification programs. OaRS addresses the overall rating at the E4 level, not the Sailor's position, billet, or duty assignment.

Generally, each OaRS task area encompasses one or more occupational standards on the same or similar subjects and is written in on-the-job rating language. Completion indicates the Sailor can perform the tasks or can articulate knowledge of the tasks. If circumstances exist that limits a Sailor's ability to effectively demonstrate any OaRS task element due to equipment configuration, mission, or operational status, the Sailor can seek training or understanding from his/her peers, leadership, or refer to technical manuals.

OaRS completion is voluntary and is not designed to replace other qualification programs (e.g. PQS, JQR). OaRS items that duplicate "sign off" items in these types of programs can be signed off if they have already been signed off under any of these types of programs.

Task signatures are completed between the Sailor and the Sailor's supervisor, Leading Petty Officer (LPO) or E5 or above designee. Task sections are signed off by the Division Leading Chief or designee. Endorsement of completion of all OaRS tasks/sections are validated by the Division Officer, Department LCPO, Department Head, and Command Career Counselor (CCC).

AUTOMATED DATA PROCESSING (ADP) OPERATIONS

Task Objective	** Supv Init	Date
Process Transaction Online Processing System (TOPS) pay transactions		
Process Transaction Online Processing System (TOPS) personnel transactions		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

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(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

CORRESPONDENCE

Task Objective	** Supv Init	Date
Correct sea duty and shore duty commencement dates		
Draft special duty assignment messages		
Maintain pay transaction tickler		
Maintain personnel transaction ticklers		
Prepare Delay in Reporting messages		
Prepare muster reports		
Prepare Overseas Tour Extension Incentive Program (OTEIP) requests		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

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EDUCATION SERVICES

Task Objective	** Supv Init	Date
Prepare advancement eligibility listings		
Prepare Page 13 (Administrative Remarks, NAVPERS FORM 1070/613)		
Verify Time in Rate (TIR) dates		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

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ELECTRONIC SERVICE RECORDS

Task Objective	** Supv Init	Date
Compute Pay Entry Base Date (PEBD) or Active Duty Service Dates (ADSD)		
Process Dependency Application and Record of Emergency Data (NAVPERS FORM 1070/602)		
Process Electronic Service Record (ESR) entries		
Process Family Servicemembers' Group Life Insurance (FSGLI) documents (SGLV 8286A)		
Process name change requests		
Process Servicemembers' Group Life Insurance (SGLI) documents (SGLV 8286)		
Verify dual military member spouse enrollment in Defense Enrollment Eligibility Reporting System (DEERS)		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

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FINANCIAL RECORDS AND REPORTS

Task Objective	** Supv Init	Date
Assist on-site audits and cash verification teams		
Maintain disbursing office security		
Monitor local check cashing policies		
Prepare bank deposits		
Prepare Daily Agent Accountability Summaries (DD FORM 2665)		
Prepare Journal Vouchers (OPTIONAL FORM 1017-G)		
Prepare negotiable instrument endorsements (checks, money orders, etc)		
Prepare negotiable instrument letters of destruction		
Prepare Pay Adjustment Authorizations (DD FORM 139)		
Prepare Voucher and Schedule of Withdrawals and Credits (Standard Form 1081)		
Process collection and disbursement vouchers		
Process Pay Adjustment Authorizations (DD FORM 139)		
Reconcile on-site audits and cash verification team noted discrepancies		
Validate endorsements on negotiable instruments (checks, money orders, etc.)		

** Supv Init may be LPO or E5 or above designee

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IDENTIFICATION DATA (ID) CARDS

Task Objective	** Supv Init	Date
Counsel Common Access Card (CAC) recipients on Public and Private Key Infrastructure (PKI)		
Counsel non-Common Access Card (CAC) identification card (TESLIN) recipients		
Document identification credentials in Defense Enrollment Eligibility Reporting System (DEERS)		
Issue Common Access Cards (CAC)		
Issue non-Common Access Card (CAC) identification cards (TESLIN)		
Prepare Uniformed Services Identification Card forms (DD FORM 1172)		
Process suspended privileges correspondence within Defense Enrollment Eligibility Reporting System (DEERS)		
Suspend privileges within Defense Enrollment Eligibility Reporting System (DEERS)		

** Supv Init may be LPO or E5 or above designee

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LEGAL

Task Objective	** Supv Init	Date
Prepare Record of Unauthorized Absence (NAVPERS FORM 1070/606)		
Process appellate leave		
Process Court Memorandums (NAVPERS FORM 1070/607)		
Process declaration of desertion		
Process Deserter or Absentee Wanted by Armed Forces (DD FORM 553)		
Reconcile Record of Unauthorized Absence (NAVPERS FORM 1070/606)		

** Supv Init may be LPO or E5 or above designee

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MANNING AND MANPOWER

Task Objective	** Supv Init	Date
Draft failed to report messages		
Prepare sailing diaries		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

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NAVY CASH

Task Objective	** Supv Init	Date
Back-up Navy Cash systems		
Change Navy Cash card Personal Identification Numbers (PIN)		
Conduct Navy Cash card chip transactions		
Issue Navy Cash cards		
Operate Navy Cash card reader Point of Sale (POS) devices		
Perform Navy Cash system preventive equipment maintenance		
Process Navy Cash enrollments		
Submit Navy Cash system trouble calls		
Update Navy Cash account information		

** Supv Init may be LPO or E5 or above designee

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PAYS AND ALLOWANCES

Task Objective	** Supv Init	Date
Assign Leave Control Numbers (LCN)		
Correct Defense Finance and Accounting Service (DFAS) rejections		
Prepare pay entitlement and allowances documents (Career Sea Pay Premium (CSPP), Special Duty Incentive Pay (SDIP), special pay, etc.)		
Process allotment authorizations		
Process pay entitlements and allowances (Career Sea Pay Premium (CSPP), Sea Duty Incentive Pay (SDIP), special pay)		
Process Selective Enlistment Bonus (SEB) entitlements		
Verify member Career Sea Pay Premium (CSPP) eligibility		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

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RECEIPTS

Task Objective	** Supv Init	Date
Prepare receipt pay transactions		
Provide Permanent Change of Station (PCS) receipts counseling		
Reconcile Selective Enlistment Bonus (SEB)		
Verify Obligated Service (OBLISERV) completion		
Verify pay and allowance entitlements		

** Supv Init may be LPO or E5 or above designee

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REENLISTMENTS AND EXTENSIONS

Task Objective	** Supv Init	Date
Complete Electronic Service Records (ESR) close-out upon re-enlistment		
Prepare Agreement to Extend Enlistment (NAVPERS FORM 1070/621)		
Prepare Agreement to Recall or Extend Active Duty (NAVPERS FORM 1070/622)		
Prepare reenlistment contracts (Immediate Reenlistment Contract, NAVPERS FORM 1070/601)		
Process conditional Selective Reenlistment Bonus (SRB)		
Verify Enlisted Active Obligated Service (EAOS) postings to the Master Military Pay Account (MMPA)		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

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RESERVES

Task Objective	** Supv Init	Date
Authenticate Request for Conditional Release (DD FORM 368)		
Manage Mobilization Assignment Status (MAS) codes		
Prepare mobilization and demobilization documents		
Process Annual Training (AT) entitlements		
Process Inactive Duty Training Travel (IDTT)		
Process reserve gains and losses		
Process respite absences		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

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SEPARATIONS AND RETIREMENTS

Task Objective	** Supv Init	Date
File separation documents		
Prepare Certificate of Release or Discharge from Active Duty (DD FORM 214)		
Prepare Correction to Certificate of Release or Discharge from Active Duty (DD FORM 215)		
Prepare Data for Payment of Retired Personnel (DD Form 2656) and applicable Survivor Benefit Plan (SBP) election forms		
Prepare health records for mailing		
Prepare Master Military Pay Account (MMPA) separation transactions (Format Identifier E503, etc.)		
Prepare separation pay worksheets		
Prepare Separation Travel Orders (NAVPERS FORM 1900/2)		
Prepare separation worksheets		
Process Certificates of Release or Discharge from Active Duty (DD Form 214/215)		
Reconcile leave balances		
Verify involuntary separation pay eligibility and entitlements		
Verify leave balances		
Verify lump sum leave and correct days paid		
Verify Master Military Pay Account (MMPA) separation transactions (Format Identifier E503, etc.)		
Verify Master Military Pay Account (MMPA) status code changes		
Verify Non-Judicial Punishment (NJP) actions		
Verify obligated service for transfer to fleet reserve		
Verify obligation requirements to the Individual Ready Reserve (IRR)		
Verify suspended debts		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

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TRANSFERS

Task Objective	** Supv Init	Date
Construct Permanent Change of Station (PCS) accounting data		
Draft dependent and family entry approval messages		
Draft dependent or family entry approval requests		
Perform counseling on Permanent Change of Station (PCS) transfers		
Prepare Advance Pay Requests (DD FORM 2560)		
Prepare Standard Transfer Orders (STO)		
Prepare Transfer Information Sheets (TIS)		
Process agreement to extend for Obligated Service (OBLISERV) requirements		
Process special duty screenings		
Reconcile Advance Pay Requests (DD FORM 2560)		
Reconcile Permanent Change of Station (PCS) accounting data		

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TRAVEL AND TRANSPORTATION

Task Objective	** Supv Init	Date
Authenticate advance travel of dependents		
Authenticate Medical Evacuation (MEDIVAC) orders		
Construct separation accounting data		
Prepare advance travel of dependents		
Prepare dependent transportation requests		
Prepare Environmental Morale Leave (EML) and Family Environmental Morale Leave (FEML) requests		
Prepare funded emergency leave requests		
Prepare Medical Evacuation (MEDIVAC) orders		
Prepare requests for delayed travel of dependents		
Process Consecutive Overseas Tour (COT) travel entitlements		
Process delayed travel of dependents		
Process Electronic Funds Transfer (EFT) forms		
Process evacuation orders		
Process funded emergency leave requests		
Process North American Treaty Organization (NATO) travel orders		
Process Passenger Reservation Requests (PRR)		
Process shore patrol orders		
Process Temporary Lodging Allowances (TLA)		
Process Temporary Lodging Expense (TLE) claims		
Process travel advance requests		
Process travel liquidations for family members to bedside of seriously ill or injured		
Reconcile separation accounting data		
Reconcile travel claim overpayments		
Verify disbursements of travel payment postings		
Verify Electronic Funds Transfer (EFT) information		

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COMMAND ENDORSEMENT

Command signatures signify the meeting of the minimum competencies for those in paygrade E-4 in this rating.
Signature level at discretion of command.

DIVISION OFFICER:

DEPARTMENT LCPO:

DEPARTMENT HEAD:

COMMAND CAREER COUNSELOR:

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Command Comments – Command Use Only:

Enlisted Community Manager Comments:

Once an individual Sailor's Occupational and Readiness Standards (OaRS) have been completed and endorsed by the Command Career Counselor (CCC), documentation of completed OaRS by the Command Pay and Personnel Administrator (CPPA), Training Officer, or other authorized command representative will be via Navy Standard Integrated Personnel System (NSIPS) within the Personnel Qualifications section, or Advanced Skills Management (ASM) within the Qual/Cert Records tab. Entries will generate an Enlisted Service Record (ESR) and Electronic Training Jacket (ETJ) entry. These entries provide Sailors with electronic documentation of OaRS completion as well as Command and Navy stakeholders ability to monitor the execution of OaRS.



Personnel Specialist Seaman Recruit to Seaman

NAME: _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Personnel Specialist Class "A" School ¹	Meridian, MS	A-500-0018	24 days	
Privacy and PII Awareness ¹	Navy eLearning	DOD-PII-2.0	1 hour	
Records Management in the DON: Everyone's Responsibility ¹	Navy eLearning	DOR-RM-010	1 hour	
Department of the Navy (DON) Records Management: Advanced Topics ¹	Navy eLearning	DOR-RM-020	1 hour	
General Forms Management, General Forms ¹	Navy eLearning	DOR-GFMGFUT	1 hour	
DOD Cyber Awareness Challenge ¹	Navy eLearning	DOD-IAA-V16	2 hours	
PFM ¹	636N	A-950-0080	2 Days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Reserve Pay and Personnel Management ²	New Orleans, LA	R-500-0020	5 days	
NAVY Cash Cards and Accounts ¹	Navy eLearning	CSS-NCASH-010i	40 hours	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - Active opportunities may exist, contact your Chain-of-Command or Detailer for authorization.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
None				

JOB DESCRIPTION

Personnel Specialists (PS) provide enlisted personnel with information and counseling related to Navy occupations, opportunities for general education and job training, requirements for promotion, and rights and benefits. PSs maintain and audit pay and personnel records of military personnel and determine military pay and travel entitlements and deductions. They prepare the financial/accounting reports related to individual pay and travel transactions and operate associated accounting systems. They also assist enlisted people and their families with special problems or personal hardships. Work in the PS rating is usually performed in a clean office environment. Personnel in this rating may work alone with little supervision or work closely with others under close supervision, depending on individual assignments.

RECOMMENDED BILLET ASSIGNMENTS

Surface Ships; Aviation Squadrons; CONUS and OCONUS PSD, Fleet Marine Force.

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS): <input type="text"/>		Date of Initial Entry Reserve Forces (DIERF): <input type="text"/>	
Pay Entry Base Date (PEBD): <input type="text"/>			
ADSD: <input type="text"/>	Report Date: <input type="text"/>	EAOS/EOS: <input type="text"/>	PRD: <input type="text"/> SEA / SHORE: <input type="text"/> / <input type="text"/>
PAYGRADE E1/E2 (9 months time in service required for advancement to E2 and E3)			
PAYGRADE E3 (6 months time in service required to be eligible for advancement to E4)			
Date Advanced: <input type="text"/>	Eligible Advancement Date: <input type="text"/>	Number of times up: <input type="text"/>	
HYT Date: <input type="text"/>	Security Clearance Level: <input type="text"/>	Date Last updated: <input type="text"/>	
Command INDOC complete: <input type="text"/>			

CAREER DEVELOPMENT BOARDS:

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

Professional Apprenticeship Career Track (PACT) only:

6 Month: 12 Month: 18 Month:

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS: Career Waypoint not approved:

Rating Conversion: Navy Formal Training Schools Request ("A"/"C"etc):

Transfer: Separation: Career Status Bonus (election message received):

Physical Fitness Test Failure: Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Seaman to Admiral 21 (STA-21): Medical Enlisted Commissioning Program (MECP):

Naval Academy: Naval Academy Preparatory School (NAPS):

Officer Candidate School:

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
General Damage Control 301-306		
Messenger of the Watch (MOOW)		
3M 301 Maintenance Person		
Basic Damage Control		
Personnel Qualification Standard		
3M 302 Repair Parts/Supply Petty Officer (RPPO)		
QA 301 Craftsman		
43119-M, Damage Control (DC), 307, Advanced DC		
43119-M, Damage Control (DC), 308, Team Leader		
43119-M, Damage Control (DC), 309, Advanced CBR Defense		
43119-M, Damage Control (DC), 310, Advanced First-Aid/Stretcher Bearer		
43119-M, Damage Control (DC), 311, AFFF Transfer Station Operator		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
PS PQS		
PS BASIC RTM		

Notes on Qualifications:

NAVY ENLISTED RETENTION AND CAREER DEVELOPMENT TOOLS

Navy Retention and Career Development Tools are web-based applications designed to support and enhance Sailor career management, retention and professional/personal development. Specifically, these tools are designed to assist in Sailor professionalization, advancement, retention, cross rating, and transitioning. Use of these tool allows Career Counselors to provide better guidance on education, professional growth, career requirements and opportunities to individuals in the Navy and for Sailors to take an active role in their professional development and career management. These tools include:

Navy COOL - <https://www.cool.osd.mil/usn/>

USMAP - <https://usmap.osd.mil/>

MilGears - <https://milgears.osd.mil/>

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the PS-Personnel Specialist rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E4	American Institute of Professional Bookkeepers (AIPB)	Certified Bookkeeper (CB)	
E4	American Payroll Association	Certified Payroll Professional (CPP)	
E3	American Payroll Association	Fundamental Payroll Certification (FPC)	
E6	American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
E5	Human Resource Certification Institute (HRCI)	Associate Professional in Human Resources (aPHR)	
E4	Human Resource Certification Institute (HRCI)	Professional in Human Resources (PHR)	
E7	Human Resource Certification Institute (HRCI)	Professional in Human Resources - International (PHRi)	
E5	Human Resource Certification Institute (HRCI)	Senior Professional in Human Resources (SPHR)	
E5	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
E5	International Association of Administrative Professionals (IAAP)	Certified Administrative Professional (CAP)	
E2	Microsoft Corporation	Microsoft Office Specialist (MOS): Excel Associate (Excel and Excel 2019)	
E2	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Access 2016	
E2	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Access Expert (Access and Access 2019)	
E2	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Excel 2016	
E2	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Excel 2016 Expert	
E2	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Excel Expert (Excel and Excel 2019)	
E2	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Office 2013	
E2	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Outlook 2016	
E2	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft PowerPoint 2016	

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E2	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word 2016	
E2	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word 2016 Expert	
E2	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word Associate (Word and Word 2019)	
E2	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word Expert (Word and Word 2019)	
E2	Microsoft Corporation	Microsoft Office Specialist (MOS): Outlook Associate (Outlook and Outlook 2019)	
E2	Microsoft Corporation	Microsoft Office Specialist (MOS): PowerPoint Associate (PowerPoint and PowerPoint 2019)	
E6	NALS - The Association for Legal Professionals	Accredited Legal Professional (ALP)	
E5	Society for Human Resource Management (SHRM)	SHRM - Certified Professional (SHRM-CP)	
E5	Society for Human Resource Management (SHRM)	SHRM - Senior Certified Professional (SHRM-SCP)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the PS-Personnel Specialist rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.osd.mil/index.htm>.

Apprenticeship	Date Completed
Administrative Services Manager	
Computer Operator	
Legal Secretary	

MilGears: MilGears leverages the COOL platform to provide Service members with a personalized, self-assessment of the individual's military training & experience and off-duty education & credentialing, for the purposes of providing recommendations and next steps to pursue and achieve industry credentialing, in-service advancement, and ultimately post-service employment. Use MilGears to build a comprehensive record that captures all the learning, experience, and related skills you've gained to support preparation for career advancement. MilGears will provides multiple search methods to find credentials that can help build your subject matter expertise related to your military career, as well as prepare you for a career after transition. Use your time in service to pursue certifications, education, and experience that can help you achieve your goals.

Of the several tools found on MilGears, the two most common that Sailors would use are the Engage My Career Tool and the Quick Explorer Tool.

ENGAGE MY CAREER TOOL

The Engage My Career (EMC) Tool, available from the MilGears home page, analyzes your unique history to provide customized results. The EMC Tool looks at what you've done in the military to date by guiding you through a series of questions that collect information such as: your rating, pay grade, duty station history, training, NECs, qualifications (applicable to Mariner careers), and civilian education or credentials. The EMC Tool then takes this information and helps you determine your best path forward by showing you the possible occupation options you may be eligible for based on your current experience.

Customized output includes:

- Civilian occupations that may be attainable or nearly attainable.
- Apprenticeships, certifications, and education that can help you fill training gaps or that could make you more competitive in the job market.
- How You Stack Up - a detailed view of how you compare to the typical requirements for civilian occupations and credentials.
- Next Steps - recommendations to fill gaps to enter an occupational field.

QUICK EXPLORER TOOL

The Quick Explorer Tool, available from the MilGears home page, allows Service members to explore occupations without uploading personal information.

The following areas are available for exploration:

- Credentials - explore pathways related to a specific credential such as a degree, a certification, a USMAP apprenticeship or a federal license.
- Career Goals - explore pathways based on career goals through job family, industry and more.
- Military Occupation - explore pathways by MOC to view 'best-fit' pathways based your military occupation. Pathways include academic, industry, apprenticeship, cross-rate opportunities, and post-service employment opportunities.
- Interests - answer a series of questions designed to discover your personal interests and connect them to career pathways.

For more information about these MilGears tools, visit <https://milgears.osd.mil/>.

****These Navy Retention and Career Development Tools web-based applications may be available to Sailors who change their Navy affiliation from the Navy active component to affiliation with the Navy Reserve component.****

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the PS-Personnel Specialist Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Occupation (Civilian Employer)
Administrative Services Managers
Billing and Posting Clerks
Bookkeeping, Accounting, and Auditing Clerks
Compensation, Benefits, and Job Analysis Specialists
Court, Municipal, and License Clerks
Customer Service Representatives
Data Entry Keyers
File Clerks
Financial Managers
First-Line Supervisors of Office and Administrative Support Workers
Human Resources Assistants, Except Payroll and Timekeeping
Legal Secretaries and Administrative Assistants
Library Assistants, Clerical
Office Clerks, General
Payroll and Timekeeping Clerks
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
Tellers

Occupation (Federal Employer)
0050 - Funeral Directing Series
0107 - Health Insurance Administration Series
0186 - Social Services Aid and Assistant Series
0187 - Social Services Series
0203 - Human Resources Assistance Series
0243 - Apprenticeship and Training Series
0260 - Equal Employment Opportunity Series
0303 - Miscellaneous Clerk and Assistant Series
0304 - Information Receptionist Series
0305 - Mail and File Series
0309 - Correspondence Clerk Series
0318 - Secretary Series
0322 - Clerk-Typist Series
0326 - Office Automation Clerical and Assistance Series
0335 - Computer Clerk and Assistant Series
0341 - Administrative Officer Series
0342 - Support Services Administration Series
0344 - Management and Program Clerical and Assistance Series
0356 - Data Transcriber Series
0510 - Accounting Series
0525 - Accounting Technician Series
0530 - Cash Processing Series
0544 - Civilian Pay Series
0561 - Budget Clerical and Assistance Series
0967 - Passport and Visa Examining Series
1501 - General Mathematics and Statistics Series
1520 - Mathematics Series
1521 - Mathematics Technician Series
1529 - Mathematical Statistics Series
1530 - Statistics Series

1531 - Statistical Assistant Series
1701 - General Education and Training Series
1702 - Education and Training Technician Series
1710 - Education and Vocational Training Series
1712 - Training Instruction Series
1720 - Education Program Series
1740 - Education Services Series
1750 - Instructional Systems Series

SkillBridge: The Navy's SkillBridge program is an opportunity for Sailors to gain valuable civilian work experience through specific industry training, apprenticeships, or internships during the last 180 days of service. SkillBridge connects Sailors with industry partners in real-world job experiences. For Sailors SkillBridge provides an invaluable chance to work and learn in civilian career areas. For industry partners SkillBridge is an opportunity to access and leverage the world's most highly trained and motivated workforce at no cost. Sailors participating in SkillBridge receive their military compensation and benefits, and industry partners provide the training and work experience.

Each Navy command establishes local SkillBridge participation procedures.

For more information about these SkillBridge opportunities, visit <https://skillbridge.osd.mil/index.htm>.

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):

Bonus:

Ceremony:

RC to AC/FTS

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: <https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx>.

If you have any questions or concerns, contact your unit or NOSC career counselor.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):

Bonus:

Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Inc., Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.

For additional information, go to:

<https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECCall.aspx>.

Career Waypoints-Reenlistment:

The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOs/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
 - Reenlist-in-Rate,
 - Reenlist-in-rate, Willing to Convert
 - Convert only
 - AC to AC or FTS to FTS
 - RC to AC/FTS
 - RC to RC
 - AC/FTS to CIP (Intermission)
 - AC/FTS to Tour w/ Industry
 - SELRES option
 - Canvasser Recruiter
 - Intend to separate
 - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

Targeted Reentry Program (TRP)

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
Career Waypoint	Career Waypoint	Career Waypoint	Accept Orders	Screening
Exception Family Member	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

SELRES TRANSFER:

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	(extend in current field)	(apply for billets)	(apply for billets)	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website:
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only	VA/DVA		

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height Weight If Required (AC BCA)

Last 2 PRT Cycles: Forearm Plank / Push-ups / Run/Swim/Cardio /

Overall Score /

List date (if) any PRT/BCA failure(s) over the last 5 years /

List if any Medical Waiver(s) /

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (E1/E2/E3)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS BA/BS Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

Date Degree Obtained: AA/AS BA/BS Master Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>

Academic skills NCPACE CLEP DSST

TA MGIB MGIB-SR Post 9/11 GIB

E1/E2/E3 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Foundational Leader Development Course ⁵	Water front/ Flightline/ Various ⁴	NELD-03	2.5 days	
Navy Military Training (Life Skills) (Pre-A School Delivery only) ⁶	Command Delivered	A-500-1000	2 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E4	Navy e-Learning	NETCPDC-PMK-EE-E4-1.0		
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2022 (Delivery determined by command discretion) ¹				
Sexual Assault Prevention and Response Awareness (SAPR) ³	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention ³	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: <https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development>.

5 - Available for paygrades E3 and E4

6 - Required for delivery in "A" School for all ratings

E1/E2/E3 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
PS PQS	MNP - Professional Resources - PQS	NAVEDTRA 43247A		
Personnel Specialist Basic RTM	MNP - Professional Resources - PQS - NRTC	NAVEDTRA 15006A		
Navy Customer Service Manual	MNP - Professional Resources - PQS - NRTC	NAVEDTRA 14056B		
Basic Military Requirements (BMR) for E1-E4	Navy e-Learning	IEPME-INTRO-B1 thru B8		

E1/E2/E3 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Basic Military Requirements (NAVEDTRA 14325) (EDITION 1/1/2002)		NAVEDTRA 14325		
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Petty Officer Third and Second Class	Navy e-Learning	NRTC-NAVEDTRA-14504-MRFPO-TASC-1.0		
Introductory Enlisted Professional Military Education (IEPME)	Navy e-Learning	Military DON/ PME	18 hrs	
Block 1 Introductory EPME - Introduction	Navy e-Learning	NWC-IEPME-INTRO-B1	-	
Block 2 Introductory EPME - History and Traditions	Navy e-Learning	NWC-IEPME-INTRO-B2	3 hrs	
Block 3 Introductory EPME - Enlisted Professionalism	Navy e-Learning	NWC-IEPME-INTRO-B3	3 hrs	
Block 4 Introductory EPME - Policy and the Navy	Navy e-Learning	NWC-IEPME-INTRO-B4	3 hrs	
Block 5 Introductory EPME - Planning for Operations	Navy e-Learning	NWC-IEPME-INTRO-B5	3 hrs	
Block 6 Introductory EPME - Regional and Cultural Awareness	Navy e-Learning	NWC-IEPME-INTRO-B6	3 hrs	
Block 7 Introductory EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-IEPME-INTRO-B7	3 hrs	
Block 8 Introductory EPME - Conclusion	Navy e-Learning	NWC-IEPME-INTRO-B82	-	
Cultural Awareness	Navy e-Learning	Foreign Language and Culture	45 hrs	
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Nutrition	Navy e-Learning	NMHCI2107V2.1	1 hour	
Personal Financial Management	Navy e-Learning	CPD-PFM-1.0	8 hrs	
PREVENT	Command Delivered	S-501-0150	24 hrs	
Recommended General Military Training Topics For FY 2022 (Delivery determined by command discretion) ¹				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management ³	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

E1/E2/E3 RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Non-Prior Service Accession Program	Navy e-Learning	CNRFC-NPSAP-2 /DoN 0	23 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

E1/E2/E3 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	Advanced	Capstone
Ghost Fleet – <i>Singer</i>	Matterhorn - <i>Marlantes</i>	Leaders Eat Last - <i>Sinek</i>
Guide to Maritime Strategy – <i>Holmes</i>	Red Star Over the Pacific - <i>Holmes & Yoshihara</i>	Mindset: Psych of Success - <i>Dweck</i>
Neptune's Inferno - <i>Hornfischer</i>	Seapower: Guide for 21st Century - <i>Till</i>	The Infinite Game - <i>Sinek</i>
Six Frigates – <i>Toll</i>	The Leader's Bookshelf - <i>Stavridis</i>	What is it Like to go to War - <i>Marlantes</i>

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	Advanced	Capstone
AI Basics - <i>Taulli</i>	Fifth Domain: Cyber - <i>Clarke</i>	Deep Thinking: AI - <i>Kasparov</i>
Army of None - <i>Scharre</i>	Human Compatible - <i>Russell</i>	Four Global Forces - <i>Dobbs</i>
Burn-In - <i>Singer</i>	New Rules of War - <i>McFate</i>	Genius Weapons - <i>DeMonte</i>
The Future of War - <i>Freedman</i>	The Perfect Weapon - <i>Sanger</i>	Inevitable - <i>Kelly</i>
The Next 100 Years - <i>Friedman</i>		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	Advanced	Capstone
Fearless-SEAL Team Six - <i>Blehm</i>	American Naval Thinking - <i>Haynes</i>	End of Grand Strategy - <i>Dombrowski</i>
One Nation Under Drones - <i>Jackson</i>	Fleet Tactics - <i>Hughes</i>	Our Robots Our Selves - <i>Mindell</i>
The Fleet at Flood Tide - <i>Hornfischer</i>	Just and Un-Just Wars - <i>Walzer</i>	Second Most Powerful Man - <i>O'Brien</i>
Tin Can Sailors - <i>Hornfischer</i>	Seapower - <i>Stavridis</i>	The Future of Violence - <i>Wittes</i>

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	Advanced	Capstone
Dichotomy of Leadership - <i>Willink</i>	A Tactical Ethic - <i>Couch</i>	Fortune Favors Boldness - <i>Costello</i>
Ego is the Enemy - <i>Holiday</i>	Character Gap - <i>Miller</i>	No Pity - <i>Shapiro</i>
How to be an Anti-Racist - <i>Kendi</i>	Fed Up - <i>Hartley</i>	Road to Character - <i>Brooks</i>
Tiny Habits - <i>Fogg</i>	Military Ethics - <i>Lucas</i>	The Honest Truth about Dishonesty - <i>Aire</i>
We Can't Talk About That at Work - <i>Winters</i>	Sexual Minorities and Politics - <i>Pierceson</i>	The New Jim Crow - <i>Alexander</i>
	Start with Why - <i>Sinek</i>	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - <i>Carson, Shepard, Young</i>	Happiness Advantage - <i>Achor</i>	Starship Troopers - <i>Heinlein</i>
Blink: Power of Thinking - <i>Gladwell</i>	Jonathan L. Seagull - <i>Bach</i>	Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i>
Brave New World - <i>Huxley</i>	Only Women in the Room - <i>Benedict</i>	The Captain Class - <i>Walker</i>
Cannonball! - <i>Yates</i>	Overcome - <i>Redman</i>	The Good Shepherd - <i>Forester</i>
Class 11 - <i>Waters</i>	Perform Under Pressure - <i>Evans</i>	The Old Man's Trail - <i>Campbell</i>
Descent Into Darkness - <i>Raymer</i>	Run Silent, Run Deep - <i>Beach</i>	Tragedy at Honda Point - <i>Lockwood</i>
Duty: A Memoir - <i>Gates</i>	Shoot the Women First - <i>MacDonald</i>	We Die Alone - <i>Howarth</i>

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

E1/E2/E3 RECOMMENDED COMMUNITY READING

Title	Completed
Chief of Naval Operations(CNO) Professional Reading List https://www.navy.mil/CNO-Reading-Program/	
Enlisted Professional Reading List www.navy.mil/navydata/mcpon/readguide2.html	
Navy MWR Professional Reading Program (Audio/eBook) https://navy.libraryreserve.com/10/50/en/ProfessionalReading.htm	



ALL PAYGRADES VOLUNTARY EDUCATION



Note: Prior to considering any pursuit of off duty education or program enrollment contact the Navy College Virtual Education Center (NCVEC) or visit your Overseas Navy College Office.

You must complete the Tuition Assistance Training before your first course will be approved.

Complete the online courses at the Navy College Website: <http://www.navycollege.navy.mil/>

How do I get started?

You already have. All your training up to this point is part of your Personnel Specialist Roadmap. Now that you have made the first steps you will need to sit down and formulate a plan. This plan will work best if you start out discussing your options with your Leading Chief Petty Officer, Leading Petty Officer, Mentor, or Career Counselor. They will help you understand all of the basics. Then your next step is to contact the Navy College Virtual Education Center or visit your Overseas Navy College Office. Then your counselors will be able to help you formalize your plan and make sure that it makes sense for both you and the Navy. To aid you in your conversation with these professionals, here are a few questions that you may want to ask.

What credits do you have? What non-college courses have you taken? Where do you want to go? What field of study, or what kind of degree? What program will help me get there: Traditional or Online? What are my next steps: Transfer credits, take exams, have experience evaluated, or sign up for new courses?

RECOMMENDED OCCUPATIONAL-RELATED ASSOCIATE'S DEGREE FOR PS

Recommended Associates' degrees for the Seaman
Business Administration and Management, General
Accounting
Office Management and Supervision
General Studies
Liberal Arts and Sciences/Liberal Studies

RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE/MASTERS DEGREE FOR PS

Recommended Bachelors/Masters degrees for the Seaman
Human Resources Development
Human Resources Management/Personnel Administration, General
Business Administration and Management, General
Financial Planning and Services
Public Administration
Liberal Arts and Sciences/Liberal Studies
Accounting

GENERAL INFORMATION ON VOLUNTARY EDUCATION

The Navy College Program & Web Page:

The Navy College Program (NCP) provides opportunities to Sailors to earn college degrees by providing academic credit for Navy training, work experience, and off-duty education. The NCP mission is to enable Sailors to obtain a college degree while on active duty. In support of the four R's - Recruiting, Readiness, Retention, and Respect - the NCP signifies Navy's commitment to education by improving enlistment appeal; demonstrating Navy service and achieving a college degree are compatible; helping Sailors apply themselves to new situations and challenges and better preparing them for advancement; building up Sailors' self-image; and producing higher quality Sailors.

- More information is available online at: <https://www.navycollege.navy.mil>

Tuition Assistance (TA):

NAVADMIN 114/19 limit changes as of 1 October 2019: TA provides funds for eligible active-duty personnel to attend approved educational institutions on an off-duty basis to earn a high school diploma, vocational/technical certificate, or college degree. TA pays for tuition. TA will pay for the following amount per career: 120 semester hours, or 180-quarter hours or 1800 clock hours or a combination of semester, quarter and clock hours. TA will pay the following amounts per fiscal year: 12 semester hours, not to exceed \$250/credit for semester hours or 18-quarter hours not-to-exceed \$166.67/credit for quarter hours or, 180 clock hours not-to-exceed \$16.67/clock hours or a combination of semester, quarter and clock hours.

- More information is available online at: <https://www.navycollege.navy.mil>

Joint Service Transcripts (JST)

JSTs are official military transcripts which are used by colleges to validate your actual credited training. Every Sailor has a transcript already and access to it is free.

- More information is available online at: <https://jst.doded.mil/>

The American Council on Education (ACE)

ACE has reviewed every course listed in the OCCUPATIONAL Roadmap and determined what type of collegiate level credit is recommended. The ACE identifier, listed with each course, is a source to validate the information and to check for changes as they occur.

- Updates can be found at <http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx>.

Vocational Certificates

Vocational Certificates are available from most community colleges. Most of your military training can be counted toward their degree programs, but they will still require residency credits and approximately 40-75 credit hours. These certificates can be as valuable as the apprenticeship program in the civilian work force.

College credits by Testing CLEP, DSST

Testing can replace the requirement to attend most of the college courses listed in the Occupational Roadmap. Base Education Centers offer CLEP and DSST exams for active duty military at no cost. They also offer a comprehensive list of "credit-by-exam" tests. Additionally, many of the tests have study guides available. These tests are available at the base education center or through the base library system. For specific testing locations visit the DANTES website.

- Navy College Program: <https://www.navycollege.navy.mil/information-for-sailors/pre-college-testing-and-college-credit.htm>
- DANTES: <http://www.dantes.doded.mil/examinations/earn-college-credit/earn-college-credit.html>

College Entrance Exams Testing ACT, SAT

The ACT and SAT are both standardized tests that help colleges evaluate candidates. Many colleges require that students submit test results as part of the admission application process. Since Sailors are considered transfer students, these tests are not generally required for admission. However, some Sailors must take the tests to enter specific military programs.

- Navy College Program (ACT SAT): <http://www.navycollege.navy.mil/information-for-sailors/college-entrance-exams.htm>
- DANTES (ACT SAT): <http://www.dantes.doded.mil/examinations/college-admissions/act.html>

SAMPLE DEGREE PLAN

	Florida Community College NCPDLP ROADMAP	
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A.S. INDUSTRIAL MANAGEMENT TECHNOLOGY

RATING:

Other Degree Requirements: *Remediation / SLS / Pre-reqs if Needed*
 Residency: 25% coursework must be completed at FCCJ (in-class or DL).

~ School Degree Information ~								
COURSE NUMBER/TITLE	CREDITS NEEDED	SERVICE SCHOOL	MOS	CLEP	DSST	EXCELSIOR	DL	SOC CRS. Cat.#
~GENERAL EDUCATION								
ENC 1101 - English Composition I	3		-	ENC1101	-	ENC1101	Y	EN024A
Social Science	3		-	Y	Y	Y	Y	TBD
Mathematics	3		-	Y	Y	-	Y	TBD
Humanities	3		-	Y	Y	-	Y	TBD
Natural Science	3		-	Y	Y	Y	Y	TBD
~PROFESSIONAL COURSES								
MAN 2021 - Principles of Management	3	E7-E9		MAN2021			Y	MG101A
BCN2732: OSHA Safety	3						N	ET069A
GEB 1011 - Introduction to Business	3				GEB1011		Y	BU001A
OST1581: Professional Development in the Work Environment	3						Y	
MAN2125: Supervision & Performance Improvement	3						Y	
ENC2210: Technical Report Writing	3						Y	EN032A
CGS 1100 - Microcomputer Applications	3	E6-E9					Y	OF033A
~PROFESSIONAL ELECTIVES - minimum 24 hours								
	E3	E4	E5	E6	E7	E8	E9	
ACE Recommended from MOS / Rate:								
Military Credits	7	13	13	17	16	16	16	
Credit from Service School:								
Recruit Training	2	2	2	2	2	2	2	
A-School (if attended)								
C-Schools (if attended)								
Total Elective Hours	9	15	15	19	18	18	18	
Total Credits Awarded *	9	15	15	22	24	24	24	
TOTAL CREDITS NEEDED (60 s.h.)	51	45	45	38	36	36	36	

* **Disclaimer:** Please be aware that this is a sample and a Sailor's actual credit awarded may vary depending on the ACE recommendation in effect at the time of their training. This is an unofficial preview of how credit from prior learning and military experience may be applied toward this degree option. It is subject to change upon official evaluation by Florida Community College, Military Education Institute (800) 700-2795, military@fccj.edu.

Florida Community College
Military Education Institute
601 West State Street
Jacksonville, FL 32202
800-700-2795
Email: military@fccj.edu

FAX: 904-632-5073

REFERENCES

Navy Enlisted Learning and Development Programs:

- Learning and Development Roadmap for Enlisted Sailors, OPNAVINST 1500.77(series)
- Navy Enlisted Retention and Career Development Program, OPNAVINST 1040.11(series)
- Career Counselor Handbook, NAVPERS 15878L
- Command Sponsor and Indoctrination Programs OPNAVINST 1740.3(series) (Sponsor assigned within 10 days of orders received / Indoctrination completed as soon as possible and practicable but NLT 90 days)
- Command Sponsorship of Dependents at Overseas Duty Stations MILPERSMAN 1300-150 to 1300-210
- Navy Enlisted Warfare Qualification Programs OPNAVINST 1414.9 (series)
- Master Training Specialists (MTS) Program NETCINST 1500.2(series)
- Command Master Chief Program OPNAVINST 1306.2 (series)

Reenlistments and Extensions:

- Agreement of Enlisted Naval Reservist, and Fleet Reservists Inductees to Remain on Active Duty MILPERSMAN 1160-060
- Extension of Enlistments MILPERSMAN 1160-040
- Overseas Tour Extension Incentives Program (OTEIP) MILPERSMAN 1306-300
- Consecutive Overseas Tours (COT) Leave Travel Entitlement Policy MILPERSMAN 1050-410
- Career WayPoints - Reenlistment MILPERSMAN 1160-140
- Reenlistment Ceremony MILPERSMAN 1160-020
- Leave of Military Personnel MILPERSMAN 1050-040
- Required Counseling Upon Enlistment and Reenlistment MILPERSMAN 1160-031
- Selective Reenlistment Bonus (Use Latest SRB NAVADMIN)
- Selective Training and Reenlistment (STAR) Program MILPERSMAN 1160-100
- Assignment to School as a Reenlistment Incentive MILPERSMAN 1306-1006
- Reserve Enlisted Incentives RESPERSMAN 1100-020 and current ALNAVRESFOR Message
- Reenlistments and Extensions for Sailors in a Drilling Status RESPERSMAN 1160-010
- Satisfactory Participation in the Navy Reserve RESPERSMAN 1001-010

Fleet Reserve and Retirements:

- Casualties and Survivor Benefits (SBP) MILPERSMAN 1770-010 to 1770-280 OPNAVINST 1750.5(Series)
- Disability Retirement MILPERSMAN 1850-010 to 1850-040
- Fleet Reserve and Retirement MILPERSMAN 1800-010 to 1800-070
- Privately Owned Vehicle (POV) Shipment Entitlement Policy and Household Goods (HHG) Shipment and Storage Entitlement Policy MILPERSMAN 4050-010 to 4050-020
- Permissive Temporary Duty (PTDY) Authorization for Job/House Hunting MILPERSMAN 1320-220
- Transition Assistance Program (TAP) OPNAVINST 1900.2(series) (Initiate a DD-2648E-1 NLT 90 Days Prior to Separation and attend workshop 12 months prior to separation/Fleet Reserve/Retirement date)

Enlisted Administrative Separations:

- Separation by Reason of Alcohol Rehabilitation Failure MILPERSMAN 1910-152
- Separation by Reason of Misconduct -Drug Abuse MILPERSMAN 1910-146
- Separation by Reason of Convenience of the Government -Early release to further education MILPERSMAN 1910-108
- Administrative Separation (ADSEP) Policy and General Information MILPERSMAN 1910-010 to 1910-812
- Fraudulent Enlistment MILPERSMAN 1910-134
- High Year Tenure (HYT) MILPERSMAN 1160-120
- Misconduct (various reasons) MILPERSMAN 1910-138/140/142
- Department of the Navy (DON) Policy on Parenthood and Pregnancy SECNAVINST 1000.10(series) & MILPERSMAN 1910-124
- Separation by Reason of Convenience of the Government -Personality Disorder MILPERSMAN 1910-122
- Separation by Reason of Physical Fitness Assessment (PA) Failure MILPERSMAN 1910-170
- Separation by Reason of Misconduct - Commission of a Serious Offense MILPERSMAN 1910-142
- Separation by Reason of Unsatisfactory Performance MILPERSMAN 1910-156

Advancement & Service Schools:

- Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve BUPERSINST 1430.16(series)
- Accelerated Advancement of Recruit Training Class "A" School Graduates, and Ceremonial Guard MILPERSMAN 1430-010
- Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series)
- Service Schools MILPERSMAN 1306-600/602/604/608
- Class "A" School & Rating Entry Requirements MILPERSMAN 1306-618
- Retesting with Armed Forces Classification Test (AFCT) version of the Armed Services Vocational Aptitude Battery (ASVAB) MILPERSMAN 1236-010
- Professional Apprenticeship Tracks Program (PACT) NAVADMIN 318/07
- Prior Service Reenlistment Eligibility – Reserve (PRISE-R) MILPERSMAN 1133-061

Education Advancement & Service Schools:

- Joint Chiefs Professional Military Education (PME) Manual 1805.01
- Voluntary Education (VOLED) for Navy Sailors OPNAVINST 1560.9(series)
- Navy Voluntary Education Program NETCINST 1560.3(series)
- Navy Credentialing Programs OPNAVINST 1540.56
- Administration of the United Services Military Apprenticeship Programs (USMAP) OPNAVINST 1560.10(series)

Diversity, Equity and Inclusion, and Anti-Extremism:

- Diversity, Equity and Inclusion: <https://diversity.defense.gov>
- DOD Diversity and Inclusion Management Program DODI 1020.05(series)

Other Quick References:

- Awards Manual (SECNAVINST 1650.1(Series))
- Change in Rating MILPERSMAN 1440-010 to 1440-040
- Department of the Navy Correspondence Manual (SECNAV M-5216.5)
- Navy Alcohol and Drug Abuse Prevention and Control OPNAVINST 5350.4(series)
- Exchange of Duty (SWAPS) MILPERSMAN 1306-700
- First-Term Personnel Assignment Policy MILPERSMAN 1306-126
- Individual Augmentation (IA) Policy and Procedures OPNAVINST 1001.24(series)
- Military Couple and Single Parent Assignment Policy MILPERSMAN 1300-1000
- Military Pay MILPERSMAN 7220-010 to 7220-410
- Navy Performance Evaluation System BUPERSINST 1610.10 (Series)
- Overseas Extensions MILPERSMAN 1300-310
- Physical Readiness Program OPNAVINST 6110.1(series) / MILPERSMAN 6100-6199
- Reassignment for Humanitarian Reasons (HUMS) MILPERSMAN 1300-500
- Standardized Policy and Procedures for the Active Duty for Operational Support (ADOS) Programs OPNAVINST 1001.20 (series)
- Operational Risk Management OPNAVINST 3500.39C
- Personnel Qualification Standards (PQS) Catalog NAVEDTRA 43100-6M
- Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards NAVPERS 18068F Volume 1 & 2